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PROJECT MANAGEMENT

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Expemo code:
14C2-SS9B-KMN

1 Progress

Match the sentences on the left with the sentences on the right which have a similar meaning:

1. We still have a lot of things to do.	a. I think we are on schedule.
2. Everybody works together really well.	b. It's rare that a project goes exactly as planned.
3. We had a few delays.	c. The project is behind schedule.
4. We successfully completed the first stage earlier than we had expected.	d. There are many action items left.
5. Things often take longer than expected.	e. We are ahead of schedule.
6. We don't have much money to complete the project.	f. We are on a very tight budget.
7. It looks like we are going to complete the project by the deadline.	g. We have very good team dynamics.

Answer any of the questions below.

1. Do your projects always go as planned?
2. What do you do if a project is behind schedule?
3. Are you always on a tight budget?
4. How important are good team dynamics?
5. What kind of action items are typical in your company projects?

2   Project terms

Match the terms on the left to their definitions on the right.

1.	a kickoff meeting	a.	a schedule of activities
2.	a deliverable	b.	a tangible, measurable output of a task, for example a document or a product
3.	a timeline	c.	the first meeting with the project team and the client of the project
4.	life cycle	d.	the period from the start of the project to the final version of the product (and its decline if applicable)
5.	corrective action	e.	the steps that need to be taken to fix a problem

Now complete the sentences.

1. Something went wrong in the development stage. We need to take _____ .
2. We held a _____ to discuss the project goals.
3. The _____ for the completed project consists of a special computer application.
4. A _____ allows project managers to track the progress of a project.
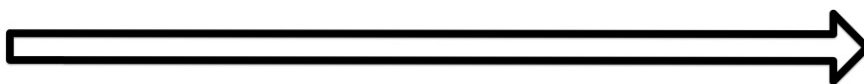5. The _____ of temporary fashion items is typically very short.

3   Project timeline

Match the terms on the left to their definitions on the right.

1.	conception	a.	a significant date in the development of a project
2.	green light	b.	checking and reviewing criteria before the project can proceed to the next stage
3.	milestone	c.	developing the idea for the project
4.	a quality gate	d.	introducing the results of the project to all areas of an organisation or company
5.	sign-off	e.	official permission to go ahead with a project
6.	deployment	f.	the official end of a project

Label the arrow below with the above terms. Some can be used more than once.

Think about a project you are involved in and answer the questions below. Pay attention to grammar, especially the following tenses:

present perfect simple (have/has + past participle) - used for talking about completed events that took place during a period from the past until now (without saying when they happened)
present continuous (am/is/are + -ing) - used for talking about a present activity in progress
past simple - used for talking about a completed event in the past

1. What are the objectives and deadline of the project? Have they changed since you started?

2. What have you achieved so far?

3. What is happening at the moment? When is the next milestone?

4. What problems have there been? What corrective action have you taken?

5. What hasn't been done yet?

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